

CIVIL SERVICE  
**news**

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**FOR RELEASE:**

ADVANCE FOR MONDAY MORNING NEWSPAPERS  
NOT TO BE USED BY PRESS, RADIO, OR TV BEFORE  
6:30 P.M., EST, SUNDAY, OCTOBER 27, 1968

The Civil Service Commission has issued uniform minimum criteria to be used by all agencies which conduct full-field investigations of employees and applicants for appointment to critical-sensitive positions in the competitive civil service.

There has been a substantial degree of uniformity in the past, but this is the first time Government-wide standards have been issued.

The standards include the minimum scope and coverage of full-field investigations, criteria for the selection, training, and supervision of investigators, and strong safeguards against unwarranted invasion of privacy, including restrictions on the use of the polygraph.

In approving the recommendations of an interagency committee representing the major agencies which conduct full-field investigations, CSC Chairman John W. Macy, Jr., noted the extensive interest that has been given the subject by Members of Congress and the judiciary, civil rights and Federal employee organizations, and other groups and individuals. He expressed keen satisfaction that the new procedures will apply to all agencies which conduct full-field investigations for the competitive service.

Regarding the sanctions against unwarranted invasion of privacy, he said: "While the new policy applies to the investigation of persons for the competitive service, I would hope the same standards will be adopted by agencies which conduct investigations of persons for the excepted service."

Key elements of the new standards and procedures are as follows:

1. Scope and coverage of full-field investigations.

Basically, full-field investigations are designed to develop sufficient information to enable agency officials to determine the employability or fitness of persons entering critical-sensitive positions. Fitness includes both security and suitability considerations. Whenever practicable, the investigation should be conducted before employment, and investigative reports should be used as a personnel selection device.

(more)

2.

Character, habits, morals, associations, and reputation will be investigated generally. Loyalty should be stressed particularly, and if a question is raised concerning the subject's loyalty, the case should be referred to the Federal Bureau of Investigation.

The affirmative qualities and qualifications of the subject should be developed fully. Over and above the minimum standards, the full-field investigation may be tailored to obtain information in depth concerning special attributes and qualifications required for proper performance in the particular kind of position being filled.

Full-field investigation of competitive service employees and applicants for critical-sensitive positions will be personally conducted investigations which cover the life of the individual, with emphasis on the person's background and activities during the most recent 15 years or since his 18th birthday, whichever is the shorter period. Particularly intensive investigation coverage will be obtained for the last 5-year period, and in addition, a thorough personal investigation will be made of any materially derogatory matters developed which may require investigation before the 5-year period.

Basic elements of the investigation will include appropriate name checks; personal interviews; checks of police records, credit records whenever practicable and justified, and other pertinent records as appropriate; verification of vital statistics and military service; verification of education claimed; and neighborhood investigation for the past 3 years.

## 2. Selection, training, and supervision of investigators.

Selection of investigators should be based upon sound indications of above-average mental capacity and verbal ability. Candidates should have demonstrated ability to meet and deal with people of all social and economic levels. They should themselves be the subjects of full-field investigations before appointment. They should demonstrate potential for growth.

Training and supervision of personnel investigators should meet three minimum requirements: initial training to provide a thorough grounding in the fundamentals of personnel investigations and agency missions; periodic refresher training to update skills and assure continuing competence; and supervision that is sufficiently close -- with review that is sufficiently frequent and thorough -- to assure good quality of investigating and reporting on a timely basis at a reasonable cost.

## 3. Avoiding unwarranted invasion of privacy.

Inquiries concerning an applicant will be limited to matters relevant to a determination of fitness for the position, including a determination as to whether his employment is clearly consistent with the national security. Approved For Release 2001/09/03 : CIA-RDP83B00823R000100150007-4

3.

Investigators are not authorized to:

--Inquire about race, religion, national origin, union membership, fraternal affiliations, political affiliations, or the constitutionality or wisdom of legislative policies except when such information constitutes a bona fide qualification or fitness requirement for specific employment, is required to establish identity, or directly relates to security fitness or subversive activities.

--Investigate any case or person other than those officially assigned within their lawful duties.

--Interview witnesses without first showing credentials giving proper identification and informing the witness why the investigation is being conducted.

--Furnish information or ask questions in such manner as to indicate the investigator is in possession of derogatory information concerning the subject of investigation.

--Make covert or surreptitious investigations, or use such devices or techniques as mail covers, inspection of trash, or paid informants, except as any of the foregoing may specifically and individually first be authorized by the head of the agency or his designee.

--Use telephone or wire taps or covert listening or recording devices.

--Use the polygraph or other so-called lie detectors except as indicated below.

--Interview applicants or appointees to the competitive service concerning their sexual behavior or attitudes concerning sexual conduct in the absence of allegations or information indicating sexual misbehavior.

--Express opinions about the person under investigation.

--Investigate any case in which the investigator knows of circumstances which might adversely affect his fairness, impartiality, or objectivity, without first making this fact known to his superiors.

--Divulge any investigative information outside official channels.

--Make unauthorized intrusions on private property.

The new rules limit the use of the polygraph in the competitive service to agencies and parts of agencies which have intelligence or counter-intelligence missions directly affecting the national security and approaching in sensitivity the mission of the Central Intelligence Agency.

4.

Even when the use of polygraph examinations is authorized for competitive service positions by the Chairman of the Civil Service Commission, the methods to be utilized in administering the examinations would be circumscribed, and polygraph procedures would be monitored to prevent abuses.

Written consent must be obtained from the person to be examined, and he must be apprised of his right to counsel.

Refusal to take the examination may not be recorded in the employee's personnel file.

Questions asked the employee or applicant must have specific relevance to the subject of the inquiry.

Charts and files resulting from administering the examinations must be properly safeguarded.

Each year, the head of an agency which has been granted authority to use the polygraph on competitive service employees and applicants must re-certify the facts on which permission was based. Polygraph operators must be fully qualified in their specialty.

#

ADVANCE COPY

FEDERAL PERSONNEL MANUAL SYSTEM

LETTER

FPM LETTER NO. 736-

SUBJECT: Full Field Investigations on Competitive Service  
Employees and Applicants for Critical-Sensitive Positions

HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS:

This letter announces minimum standards relating to full field investigations for appointment to critical-sensitive positions in the competitive service. Included are standards on scope and coverage of full field investigations; the selection, training and supervision of investigators; and safeguards to avoid unwarranted invasion of privacy. These standards are the result of a careful study by an interagency committee representing the major agencies which conduct full field investigations. They are issued in accordance with the delegation of authority to the Commission contained in Section 8(b) of Executive Order 10450 dated April 27, 1953. They are binding on all agencies which make competitive appointments, with particular application to those agencies which conduct full field investigations by agreement with the Commission.

Scope and Coverage of Full Field Investigations  
for Critical-Sensitive Positions

Full field investigations on competitive service employees and applicants for critical-sensitive positions shall be personally conducted investigations which cover the life of the individual with emphasis on the person's background and activities during the most recent fifteen years, or since his eighteenth birthday, whichever is the shorter period. Particularly intensive investigative coverage is obtained for the last five-year period. In addition, a thorough personal investigation shall be made of any materially derogatory matters developed, requiring investigation before the five-year period.

The basic elements of investigation are:

- A National Agency Check as follows:
  - FBI name check
  - FBI fingerprint check
  - CSC Security File check
  - CSC Security Investigations Index check
  - Defense Central Index of Investigations check (covering military service or defense employment)
  - House Committee on Un-American Activities check as appropriate
  - Immigration and Naturalization Service (covering citizens)
  - State Department Passport files (covering foreign travel)

- personal interviews with present and former employers; supervisors; fellow workers; references, when available; neighbors; school authorities; and other knowledgeable associates.
- checks of police, credit (when practical and justified), and other pertinent records as appropriate, such as FBI field offices, vital statistics (to resolve discrepancies), military service, and the like.

Personal interviews as appropriate, for the proximate five-year period, should be scheduled with employers, supervisors, and work associates to verify and obtain pertinent details for all employments in that investigative period. Particular care shall be taken also to verify the fact of unemployment or self-employment claimed by the subject of investigation during the proximate five-year period.

Significant education at a college level should be verified by a check of the school records. Secondary education should be investigated when the subject is young and has had no subsequent schooling. Personal interviews should be conducted with available witnesses such as school authorities, professors and former students who were associated with the subject during recent schooling.

Neighborhood investigation should normally be conducted on civilian employees and applicants to cover residence during the most recent three years. Testimony of neighbors before that period may be sought to verify periods of unemployment or self-employment, or to resolve questionable matters which have been raised from other sources.

The number of witnesses interviewed cannot be reduced to a formula but in each case should depend upon the diversity of the subject's experience and places of residence, as well as upon the depth of knowledge shown by witnesses concerning the subject's character, habits, and background. The objective of the investigation should be to obtain a comprehensive and well-rounded picture of the individual's background and activities.

#### Matters Covered in Full Field Investigations

Basically, full field investigations are designed to develop sufficient information to enable agency officials to determine the employability or fitness of persons entering critical-sensitive positions. Fitness includes both security and suitability fitness. Investigations, whenever practicable, should be conducted on a pre-employment basis and reports used as a personnel selection device.

Character, habits, morals, associations, and reputation shall be investigated generally. Loyalty should be particularly stressed and if a question is raised concerning the subject's loyalty the case shall be referred to the Federal Bureau of Investigation in accordance with Section 8(d) of Executive Order 10450.

The affirmative qualities and qualifications of the subject should be fully developed.

Over and above the minimum standards, the full field investigation may be tailored to obtain information in depth concerning special attributes and qualifications required for proper performance in the particular kind of position involved.

### GUIDES FOR SELECTION, TRAINING AND SUPERVISION OF FEDERAL PERSONNEL INVESTIGATORS

The following guides for the selection, training and supervision of Federal personnel investigators conducting full field investigations for the competitive service have been adopted by the Commission:

1. \*Selection should be based upon
  - o Any of the following as indication of above-average mental capacity and verbal ability:
    - (a) a college degree and written test;
    - (b) a college degree and oral examination;
    - (c) education and experience equivalent to four years of college and written test; or
    - (d) college level written test.
  - o Demonstrated ability to meet and deal with people of all social and economic levels, evidenced by an appropriate employment interview or through affirmative findings in a personal investigation.
  - o Pre-appointment completion of a comprehensive full field investigation with favorable results concerning loyalty and suitability, showing also that the applicant possesses high moral standards, and the requisite personal attributes, including integrity, tact, initiative, adaptability, resourcefulness, soundness of judgment, and ability to meet and deal with people.
  - o Potential for growth as an investigator and consideration of capacity for future development along other technical or managerial lines as dictated by agency needs.
2. Training and supervision of personnel investigators should meet these minimum requirements:
  - o Initial training to provide a thorough grounding in the fundamentals of personnel investigations and agency missions.



- o Provision for periodic refresher training to update skills and assure continuing investigative competence.
- o Supervision that is sufficiently close, and review that is sufficiently frequent and thorough, to assure good quality of investigating and reporting on a timely basis at reasonable cost.

Manuals and Instructional Material Subject to Review  
by the Commission

To insure uniformity of investigative methods and procedures the Commission shall, as appropriate, review manuals and instructions to investigators which relate to conducting full field or background investigations on competitive service applicants and employees with respect to those departments and agencies which have negotiated agreements with the Commission under the provisions of Section 8(b) of Executive Order 10450.

Avoiding Unwarranted Invasion of Privacy

In conducting full field (background) investigations for acceptability for employment in critical-sensitive competitive service positions under E.O. 10450, inquiries concerning an applicant will be limited to matters relevant to a determination of fitness for the position, including a determination as to whether his employment is clearly consistent with the national security. Investigators are not authorized to:

- (1) Inquire about race, religion, national origin, union membership, fraternal affiliations, political affiliations, or the constitutionality or wisdom of legislative policies except when such information constitutes a bona fide qualification or fitness requirement for specific employment, is required to establish identity, or directly relates to security fitness or subversive activities.
- (2) Investigate any case or person other than those officially assigned within their lawful duties.
- (3) Interview witnesses without first showing credentials giving proper identification and informing the witness why the investigation is being conducted.
- (4) Furnish information or ask questions in such manner as to indicate the investigator is in possession of derogatory information concerning the subject of investigation.
- (5) Make covert or surreptitious investigations, or use such devices or techniques as mail covers, inspection of trash,



or paid informants, except as any of the foregoing may specifically and individually first be authorized by the head of the agency or his designee.

- (6) Use telephone or wire taps or covert listening or recording devices.
- (7) Use the polygraph or other so-called lie detectors except as authorized in Attachment 1.
- (8) Interview applicants or appointees to the competitive service concerning their sexual behavior or attitudes concerning sexual conduct in the absence of allegations or information indicating sexual misbehavior.
- (9) Express opinions about the person under investigation.
- (10) Investigate any case in which the investigator knows of circumstances which might adversely affect his fairness, impartiality, or objectivity, without first making this fact known to his superiors.
- (11) Divulge any investigative information outside official channels.
- (12) Make unauthorized intrusions on private property.

Nicholas J. Oganovic  
Executive Director

Attachment 1  
Rules concerning use of the polygraph  
for competitive service positions

Attachment to  
FIM Letter No. 7364

Use of the Polygraph in Personnel Investigations of  
Competitive Service Applicants and Appointees to  
Competitive Service Positions

An executive department or agency which has a highly sensitive intelligence or counter-intelligence mission directly affecting the national security (e.g. a mission approaching the sensitivity of that of the Central Intelligence Agency) may use the polygraph for employment screening and personnel investigations of applicants for and appointees to competitive service positions only after complying with the following procedures:

The executive agency must submit to the Chairman of the Civil Service Commission a statement setting forth the nature of its mission. The Chairman shall then determine whether the agency has an intelligence or counter-intelligence mission directly affecting the national security. If he so finds, the following shall apply:

The agency shall prepare regulations and directives governing use of the polygraph in employment screening and personnel investigations which must be reviewed by the Chairman of the Civil Service Commission. These shall contain as a minimum:

- a. Specific purposes for which the polygraph may be used, and details concerning the types of positions or organizational entities in which it will be used, and the officials authorized to approve such examinations.
- b. A directive that a person to be examined must be informed as far in advance as possible of the intent to use the polygraph and of --
  - (i) Other devices or aids to the interrogation which may be used simultaneously with the polygraph, such as voice recordings, etc.
  - (ii) His privilege against self-incrimination and his right to consult with legal counsel or to secure other professional assistance prior to the examination.
  - (iii) The effect of the polygraph examination or his refusal to take such examination on his eligibility for employment. He shall be informed that refusal to consent to a polygraph examination will not be made a part of his personnel file.

- (iv) The characteristics and nature of the polygraph machine and examination, including an explanation of the physical operation of the machine, the procedures to be followed during the examination, and the disposition of information developed.
- (v) The general areas of all questions to be asked during an examination.
- c. A directive that no polygraph examination will be given unless the person to be examined has voluntarily consented in writing to be examined after having been informed of the above, (i) through (v).
- d. A directive that questions to be asked during a polygraph examination must have specific relevance to the subject of the particular inquiry.
- e. Adequate standards for the selection and training of examiners, keeping in mind the Government's objective of insuring protection for the subject of an examination and the accuracy of polygraph results.
- f. A provision for adequate monitoring of polygraph operations by a high-level official to prevent abuses or unwarranted invasions of privacy.
- g. A provision for adequate safeguarding of files, charts, and other relevant data developed through polygraph examinations to avoid unwarranted invasions of privacy.

Approval to use the polygraph will be granted only for one-year periods. A department or Agency given approval to use the polygraph for competitive service positions will be required to recertify annually that the conditions which led to the original certification still obtain in the agency.

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM

UNCLASSIFIED

CONFIDENTIAL

SECRET

### OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS	DATE	INITIALS
1	DC/PSD	11/13	GE
2			
3			
4			
5			
3			

<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> PREPARE REPLY
<input type="checkbox"/> APPROVAL	<input type="checkbox"/> DISPATCH	<input type="checkbox"/> RECOMMENDATION
<input type="checkbox"/> COMMENT	<input type="checkbox"/> FILE	<input type="checkbox"/> RETURN
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE

**Remarks:**

*Your comments on attached would be appreciated by 18 Nov. 1968.*

FOLD HERE TO RETURN TO SENDER

FROM: NAME, ADDRESS AND PHONE NO.

DATE

SA/DDS/PS

11/12/68

Approved For Release 2001/09/07 : CIA-RDP83B00823R000100150

# PERSONAL HISTORY STATEMENT

## INSTRUCTIONS

— DO NOT ATTEMPT TO COMPLETE THIS FORM UNTIL YOU HAVE READ THE FOLLOWING INSTRUCTIONS —

1. Answer all questions completely or check (X) the box which applies. If the question is not applicable, write "NA". If you do not know the answer and it cannot be obtained from personal records, write "Unknown". Use the blank space on pages 15 and 16 for extra details on any question for which you do not have enough space.
2. Type or print carefully — **USE BLACK TYPEWRITER RIBBON OR BLACK INK.**
3. Leave blank any boxes or columns which are marked "FOR OFFICE USE ONLY".
4. Consider each of your answers carefully; accurate completion of the form will permit review of your qualifications to the best advantage. Your signature at the end of the form will certify to its correctness.
5. Page 17 entitled "Personal History Summary" must be completed. It is a brief abstract of information from other parts of the form and will *help to speed the processing* of your application.

### SECTION I

### GENERAL PERSONAL AND PHYSICAL DATA

1. Full Name (Last-first-middle)		2. Age	3. Sex <input type="checkbox"/> Male <input type="checkbox"/> Female		4. Social security number
5. Nicknames		6. Other names you have used			
7. Indicate circumstances (including length of time) under which you have used the names noted in item 6 above					
8. If legal change of name, give particulars (Where and by what authority)					
9. Height	10. Weight	11. Color of eyes	12. Color of hair	13. Type of complexion	14. Build
15. Scars (Type and location)			16. Other distinguishing physical features		
17. Current address (No., Street, City, State & ZIP code — country if not U.S.)				18. Current phone number	19. Long distance area code
20. Permanent address (No., Street, City, State & ZIP code — country if not U.S.)				21. Permanent phone number	22. Long distance area code
23. Office phone number		24. Office extension		25. Legal residence (State, territory or country)	

### SECTION II

### POSITION DATA

1. Indicate the type of work or position for which you are applying					
2. Indicate the lowest annual entrance salary you will accept \$ _____			3. Dates available for employment Earliest: _____ Latest: _____		
4. Indicate your willingness to travel			5. Indicate your willingness to accept assignment in the following locations — check (X) each item applicable		
<input type="checkbox"/> Occasionally <input type="checkbox"/> Frequently <input type="checkbox"/> Constantly		Other (Specify): _____		<input type="checkbox"/> Washington, D.C. <input type="checkbox"/> Outside continental U.S. <input type="checkbox"/> Anywhere in U.S. <input type="checkbox"/> Certain locations only (Specify): _____	
6. Indicate any restrictions you would place on assignments outside the Washington, D.C. area					
(For Office Use Only)					Date of this application

## SECTION III

## CITIZENSHIP

CITIZENSHIP

1. Date of birth	2. Place of birth (City, State, Country)		3. Present citizenship (Country)
4. Citizenship acquired by: <input type="checkbox"/> Birth <input type="checkbox"/> Marriage <input type="checkbox"/> Other (Specify):	5. Date naturalized		6. Naturalization certificate number
7. Court issuing naturalization certificate		8. Issued at (City, State, Country)	
9. If alien, give alien registration number		10. Date and place of arrival in U.S.	
11. Have you held previous nationality? <input type="checkbox"/> Yes <input type="checkbox"/> No		12. If yes, give name of country	
13. Give particulars concerning previous nationalities			
14. Last U.S. visa (Number, type, place of issue)			15. Date visa issued

## SECTION IV

## EDUCATION

EDUCATION

ELEMENTARY SCHOOL							
1. Name of elementary school	Address (City, State, Country)		Years attended (From — to —)		Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No		
HIGH SCHOOLS							
1. Name of high school	Address (City, State, Country)		Years attended (From — to —)		Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No		
2. Name of high school	Address (City, State, Country)		Years attended (From — to —)		Graduate <input type="checkbox"/> Yes <input type="checkbox"/> No		
COLLEGE OR UNIVERSITY STUDY							
Name and location of college or university	Subject		Years attended From — to —	Degree Received	Year Received	Grade or Point Average	Number of Sem./Qtr. Hours (Specify)
	Major	Minor					
1.							
2.							
3.							
4. If a graduate degree has been noted above which required submission of a written thesis, indicate the title of the thesis and briefly describe its content.							
TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS							
Name and address of school	Study or specialization		From	To	No. of months		
1.							
2.							
3.							
4.							

**EDUCATION (Continued)**[illegible]

Name and address of school		STUDY, TRAINING, COMMUNICATIONS, ETC.			
		Study or specialization	From	To	No. of months
1.					
2.					
3.					
Other education or training not indicated above					

## SECTION V

**FOREIGN LANGUAGE ABILITIES**

1. List below the foreign language or languages in which you possess any degree of competence. Indicate your proficiency in each of the five skill factors shown (reading comprehension, writing ability, etc.) by noting the number most indicative of your level of skill under the factor being considered.

If your proficiency relates to a particular dialect of a major language, identify this dialect by noting it in parentheses after the language on the same line. If you have no prof:

If you have no proficiency in any foreign language, check (X) box at right and leave other items blank. → ☐

Level of Skill

(Slight) 1 2 3 4 (Native)

0 = No proficiency in a specific skill factor

[illegible]

2. If you have had experience as a translator, interpreter or instructor—explain and specify in which language(s) you have had such experience.

3. Describe your ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, military and other specialized fields.

4. If you have noted a proficiency in language, would you be willing to use this ability in any position for which you might be selected? → ☐ Yes ☐ No
- (For Office Use Only)**

**(For Office Use Only)**



## SECTION VI

## GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

GEOGRAPHIC AREA KNOWLEDGE  
AND FOREIGN TRAVEL

List below any foreign regions or countries in which you have traveled or gained knowledge as a result of residence, study or work assignment. Indicate type of knowledge such as terrain, harbors, industries, utilities, railroads, political parties, etc.

1.	Name of Region or Country	Type of Specialized Knowledge	Dates of Travel or Residence	Dates & Place of Study	Knowledge acquired by—Check (X)			
					Residence	Travel	Study	Work Assignment

2. Indicate the purpose of visit, residence or travel in each of the regions or countries listed above

3. United States Passport Number & Expiration Date, if issued →

## SECTION VII

## TYPING AND STENOGRAPHIC SKILLS

TYPING  
STENO

1. Typing (WPM)      2. Shorthand (WPM)      3. Indicate shorthand system used—check (X) appropriate item:  
☐ Gregg    ☐ Speedwriting    ☐ Stenotype    ☐ Other—Specify: \_\_\_\_\_
4. Indicate other business machines with which you have had operating experience or training (camptometer, mimeograph, card punch, etc.)

## SECTION VIII

## SPECIAL QUALIFICATIONS

SPECIAL QUALIFICATIONS

1. List all hobbies and sports in which you are active or have actively participated. Indicate your proficiency in each.
2. Indicate any special qualifications resulting from experience or training which might fit you for a particular position or type of work.
3. Excluding business equipment or machines which you may have listed in item 4, section VII, list any special skills you possess relating to other equipment and machines such as operation of radio transmitters (indicate CW speed, sending & receiving), offset press, turret lathe, EDP and other scientific & professional devices.
4. Are you now or have you ever been a licensed or certified member of any trade or profession such as pilot, electrician, radio operator, teacher, lawyer, CPA, medical technician, psychologist, physician, etc.? ☐ Yes ☐ No
5. If you have answered "Yes" to item 4 above, indicate kind of license or certification and the issuing State, municipality, etc. (Provide license registry number, if known)
6. First License/Certificate (year of issue)
7. Latest License/Certificate (year of issue)
8. List any significant published materials of which you are the author (do NOT submit copies unless requested). Indicate the title, publication date, and type of writing (non-fiction or scientific articles, general interest subjects, novels, short stories, etc.)
9. Indicate any devices which you have invented and state whether or not they are patented.
10. List public speaking and public relations experience.
11. List any honorary associations or societies of which you are now or were formerly a member. List academic honors you have received.

## SECTION IX

## MILITARY SERVICE

## CURRENT DRAFT STATUS

1. Are you registered for the Draft under the Universal Military Training & Service Act, as amended?

Yes  
No

2. Selective Service classification

3. If deferred, give reason

4. Local Selective Service Board Number and Address

## MILITARY SERVICE RECORD

Complete the following items for current and/or past active duty military service with the Army, Navy, Air Force, Marine Corps, Coast Guard, Merchant Marine, National Guard, Air National Guard, or foreign (non-U.S.) military organization. For foreign military organization, specify both nationality and organization in item 1 below.

1. Military organization (Army, Navy, etc.—specify)

2. Branch or Corps

3. Dates of service (extended active duty)

From—

To—

4. Status (Regular, Reserve, etc.—specify)

5. Rank, grade or rate (at separation if past service)

6. Serial, service or file number

7. Type of separation from active duty (insert number for type which applies—see list below)

8. Brief description of military duties (record the duties and skills which best describe your work or function in the military service)

(1)

1. Military organization (Army, Navy, etc.—specify)

2. Branch or Corps

3. Dates of service (extended active duty)

From—

To—

4. Status (Regular, Reserve, etc.—specify)

5. Rank, grade or rate (at separation if past service)

6. Serial, service or file number

7. Type of separation from active duty (insert number for type which applies—see list below)

8. Brief description of military duties

(2)

Types of separation from active duty—record applicable number in item(s) 7 above

1—Honorable discharge  
2—Release to inactive duty  
3—Retirement for age

4—Retirement for service  
5—Retirement for combat disability  
6—Retirement for physical disability

7—Undue hardships  
—Other—specify in item 7 in lieu of number

## MILITARY RESERVE, NATIONAL GUARD &amp; R.O.T.C. STATUS

Complete the following items if (1) you now have reserve status, (2) you are a member of the National Guard or Air National Guard, or (3) you are a member of the ROTC.

Check (X) Reserve, Guard or ROTC organization to which you belong

Army  
Navy

Marine Corps  
Air Force

National Guard  
Air Nat'l Guard

Coast Guard  
Army ROTC

Navy ROTC  
Air Force ROTC

1. Current rank, grade or rate

2. Date of appointment in current rank

3. Expiration date of current reserve obligation

4. Check (X) current reserve category ☐ Ready Reserve ☐ Standby (active) ☐ Standby (inactive) ☐ Retired

5. Brief description of military reserve duties (record the duties and skills which best describe your work or function in the military service)

6. If you are currently assigned to a Reserve, National Guard, or ROTC Training Unit, identify the unit and its address

7. If you have a military mobilization assignment, identify the unit and its address

MILITARY SERVICE

## SECTION X

## EMPLOYMENT HISTORY

NOTE: LIST LAST POSITION FIRST. Indicate chronological history of employment for past 15-years, starting with current or most recent position. Account for all periods including casual employment and all periods of unemployment. Give address and state what you did during periods of unemployment. List all civilian employment by a foreign government, regardless of dates. In completing item 10, "description of duties", consider your experience carefully and provide meaningful, objective statements.

(1)	1. Inclusive dates (From — to — by month & year)	2. Name of employing firm or agency	
	3. Address (Number, Street, City, State, Country)	4. Indicate specific area or place of employment if other than address noted in item 3	
	5. Kind of business	6. Name of supervisor <input type="checkbox"/> Male <input type="checkbox"/> Female	
	7. Title of job	8. Salary or earnings \$ _____ per _____	9. Class; grade if Federal Service
	10. Description of duties		
11. Reasons for leaving			
(2)	1. Inclusive dates (From — to — by month & year)	2. Name of employing firm or agency	
	3. Address (Number, Street, City, State, Country)	4. Indicate specific area or place of employment if other than address noted in item 3	
	5. Kind of business	6. Name of supervisor <input type="checkbox"/> Male <input type="checkbox"/> Female	
	7. Title of job	8. Salary or earnings \$ _____ per _____	9. Class; grade if Federal Service
	10. Description of duties		
11. Reasons for leaving			
(3)	1. Inclusive dates (From — to — by month & year)	2. Name of employing firm or agency	
	3. Address (Number, Street, City, State, Country)	4. Indicate specific area or place of employment if other than address noted in item 3	
	5. Kind of business	6. Name of supervisor <input type="checkbox"/> Male <input type="checkbox"/> Female	
	7. Title of job	8. Salary or earnings \$ _____ per _____	9. Class; grade if Federal Service
	10. Description of duties		
11. Reasons for leaving			
(4)	1. Inclusive dates (From — to — by month & year)	2. Name of employing firm or agency	
	3. Address (Number, Street, City, State, Country)	4. Indicate specific area or place of employment if other than address noted in item 3	
	5. Kind of business	6. Name of supervisor <input type="checkbox"/> Male <input type="checkbox"/> Female	
	7. Title of job	8. Salary or earnings \$ _____ per _____	9. Class; grade if Federal Service
	10. Description of duties		
11. Reasons for leaving			

## EMPLOYMENT HISTORY (Continued)

EMPLOYMENT HISTORY

(4)

10. Description of duties

11. Reasons for leaving

(5)

1. Inclusive dates (From— to— by month &amp; year)

2. Name of employing firm or agency

3. Address (Number, Street, City, State, Country)

4. Indicate specific area or place of employment if other than address noted in item 3

5. Kind of business

6. Name of supervisor

☐ Male☐ Female

7. Title of job

8. Salary or earnings

\$ \_\_\_\_\_ per \_\_\_\_\_

9. Class; grade if Federal Service

10. Description of duties

11. Reasons for leaving

(6)

1. Inclusive dates (From— to— by month &amp; year)

2. Name of employing firm or agency

3. Address (Number, Street, City, State, Country)

4. Indicate specific area or place of employment if other than address noted in item 3

5. Kind of business

6. Name of supervisor

☐ Male☐ Female

7. Title of job

8. Salary or earnings

\$ \_\_\_\_\_ per \_\_\_\_\_

9. Class; grade if Federal Service

10. Description of duties

11. Reasons for leaving

(7)

1. Inclusive dates (From— to— by month &amp; year)

2. Name of employing firm or agency

3. Address (Number, Street, City, State, Country)

4. Indicate specific area or place of employment if other than address noted in item 3

5. Kind of business

6. Name of supervisor

☐ Male☐ Female

7. Title of job

8. Salary or earnings

\$ \_\_\_\_\_ per \_\_\_\_\_

9. Class; grade if Federal Service

10. Description of duties

11. Reasons for leaving


If prior service with the Federal Government is noted above, indicate the number of years creditable toward U.S. Civil Service Retirement, if known. →

(For Office Use Only)

## SECTION XI

Approved For Release 2001/09/03 : CIA-RDP83B00823R000100150007-4



## MARITAL STATUS

1. Present status (Single, married, widowed, separated, divorced, annulled, remarried) specify 			
2. State date, place, and reason for all separation, divorces or annulments			
Wife, husband or fiancé(e)		If you have been married more than once (including annulments) use separate sheet for former wife or husband giving data required below for all previous marriages. If marriage contemplated, fill in appropriate information for fiancé(e).	
3. Name of spouse		(Last)	(First) (Middle) (Maiden)
4. State any other names ever used by spouse			
Indicate circumstances (including length of time) under which any names noted in item 4 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.			
5. Date of birth		6. Place of birth (City, State, Country)	
		7. Date of marriage	
8. Place of marriage (City, State, Country)		9. Living <input type="checkbox"/> Yes <input type="checkbox"/> No	
10. Citizenship		11. Former citizenship(s) [country(ies)]	
		12. If alien, give alien registration number	
13. Date U.S. citizenship acquired		14. Where acquired	
		15. Date and place of arrival in U.S.	
16. Naturalization certificate number			
17. Date of death		18. Cause of death	
19. Current address (Give last address, if deceased)		20. Address of spouse before marriage	
21. Occupation		22. Present employer (Also give former employer, or if spouse deceased or unemployed, give last two employers)	
23. Employer's or business address (Number, Street, City, State, Country)			
24. Dates of military service (From — to — by month & year)		25. Branch of military service	
		26. Country with which military service affiliated	
27. Details of other government service, U.S. or foreign			

MARITAL STATUS

## SECTION XII

## CHILDREN AND OTHER DEPENDENTS

1. Provide the following information for all children and dependents:				
Name	Relationship	Date & Place of Birth	Citizenship	Address
2. No. of children (include stepchildren & adopted children) who are unmarried, under 21 years of age, and are NOT self-supporting. 		3. No. of other dependents (e.g., spouse, parents, stepparents, etc.) who depend on you for at least 50% of their support or children over 21 NOT self-supporting. 		

DEPENDENTS

Approved For Release 2001/09/03 : CIA-RDP83B00823R000100150007-4

**SECTION XIII****FATHER** (Give same information for stepfather and/or guardian on a separate sheet)

1. Full name (Last—First—Middle)

2. State other names he has used

Indicate circumstances (including length of time) under which any names in item 2 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.

3. Date of birth

4. Place of birth (City, State, Country)

5. Living

☐ Yes ☐ No

6. Date of death

7. Cause of death

8. Citizenship (Country)

9. Former citizenship(s) [country(ies)]

10. Date U.S. citizenship acquired

11. Where acquired (City, State, Country)

12. Naturalization certificate number

13. If alien, give alien registration number

14. Date and place of arrival in U.S.

15. Current address (Give last address, if deceased)

16. Occupation

17. Present employer (Give last employer if father deceased or unemployed)

18. Employer's business address or father's business address if self-employed

19. Dates of military service (From — to —)

20. Branch of military service

21. Country with which affiliated

22. Details of other government service, U.S. or foreign

FATHER

**SECTION XIV****MOTHER** (Give same information for stepmother on a separate sheet)

1. Full name (Last—First—Middle—Maiden)

2. State other names she has used

Indicate circumstances (including length of time) under which any names noted in item 2 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.

3. Date of birth

4. Place of birth

5. Living

☐ Yes ☐ No

6. Date of death

7. Cause of death

8. Citizenship (Country)

9. Former citizenship(s) [country(ies)]

10. Date U.S. citizenship acquired

11. Where acquired (City, State, Country)

12. Naturalization certificate number

13. If alien, give alien registration number

14. Date and place of arrival in U.S.

15. Current address (Give last address, if deceased)

16. Occupation

17. Present employer (Give last employer if mother deceased or unemployed)

18. Employer's business address or mother's business address if self-employed

19. Dates of military service (From — to —)

20. Branch of military service

21. Country with which affiliated

22. Details of other government service, U.S. or foreign

MOTHER

## SECTION XV

Approved For Release 2001/09/03 : CIA-RDP83B00823R000100150007-4

## BROTHERS AND SISTERS

(1)	1. Full name (Last—First—Middle—Maiden)		2. Relationship	3. Citizenship (Country)
	4. Date of birth	5. Place of birth (City, State, Country)		6. Living <input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Present employer (Give last employer if deceased or unemployed)		8. Current address (Give last address, if deceased)	
(2)	1. Full name (Last—First—Middle—Maiden)		2. Relationship	3. Citizenship (Country)
	4. Date of birth	5. Place of birth (City, State, Country)		6. Living <input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Present employer (Give last employer if deceased or unemployed)		8. Current address (Give last address, if deceased)	
(3)	1. Full name (Last—First—Middle—Maiden)		2. Relationship	3. Citizenship (Country)
	4. Date of birth	5. Place of birth (City, State, Country)		6. Living <input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Present employer (Give last employer if deceased or unemployed)		8. Current address (Give last address, if deceased)	
(4)	1. Full name (Last—First—Middle—Maiden)		2. Relationship	3. Citizenship (Country)
	4. Date of birth	5. Place of birth (City, State, Country)		6. Living <input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Present employer (Give last employer if deceased or unemployed)		8. Current address (Give last address, if deceased)	
(5)	1. Full name (Last—First—Middle—Maiden)		2. Relationship	3. Citizenship (Country)
	4. Date of birth	5. Place of birth (City, State, Country)		6. Living <input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Present employer (Give last employer if deceased or unemployed)		8. Current address (Give last address, if deceased)	
(6)	1. Full name (Last—First—Middle—Maiden)		2. Relationship	3. Citizenship (Country)
	4. Date of birth	5. Place of birth (City, State, Country)		6. Living <input type="checkbox"/> Yes <input type="checkbox"/> No
	7. Present employer (Give last employer if deceased or unemployed)		8. Current address (Give last address, if deceased)	

## SECTION XVI

## FATHER-IN-LAW (If marriage contemplated, fill in information for future father-in-law)

## FATHER-IN-LAW

1. Full name (Last—First—Middle)			
2. State other names he has used			
Indicate circumstances (including length of time) under which any names noted in item 2 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.			
3. Date of birth	4. Place of birth		5. Living <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Date of death	7. Cause of death		8. Citizenship (Country)
9. Former citizenship(s) [country(ies)]		10. Date U.S. citizenship acquired	11. Where acquired (City, State, Country)
12. Naturalization certificate number		13. If alien, give alien registration number	14. Date and place of arrival in U.S.
15. Occupation		16. Present employer (Give last employer if father-in-law deceased or unemployed)	
17. Current address (Give last address, if deceased)			

(For Office Use Only)



**SECTION XVII****MOTHER-IN-LAW**

(If marriage contemplated, fill in information for future mother-in-law)

**MOTHER-IN-LAW**

1. Full name (Last—First—Middle—Maiden)		
2. State other names she has used		
Indicate circumstances (including length of time) under which any names noted in item 2 above were used. If legal change, give particulars (where and by what authority). Use extra space provided on pages 15 and 16 of this form to record this information.		
3. Date of birth	4. Place of birth	5. Living <input type="checkbox"/> Yes <input type="checkbox"/> No
6. Date of death	7. Cause of death	8. Citizenship (Country)
9. Former citizenship(s) [country(ies)]	10. Date U.S. citizenship acquired	11. Where acquired (City, State, Country)
12. Naturalization certificate number	13. If alien, give alien registration number	14. Date and place of arrival in U.S.
15. Occupation	16. Present employer (Give last employer if mother-in-law deceased or unemployed)	
17. Current address (Give last address, if deceased)		

**SECTION XVIII****RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO EITHER (1) LIVE ABROAD,  
(2) ARE NOT U.S. CITIZENS OR (3) WORK FOR A FOREIGN GOVERNMENT****RELATIVES WITH FOREIGN CONNECTIONS**

(1)	1. Name (Last—First—Middle)		2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)		6. Address or country in which relative resides		
	7. Employed by		8. Frequency of contact	9. Date of last contact	
	1. Name (Last—First—Middle)		2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)		6. Address or country in which relative resides		
	7. Employed by		8. Frequency of contact	9. Date of last contact	
	1. Name (Last—First—Middle)		2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)		6. Address or country in which relative resides		
	7. Employed by		8. Frequency of contact	9. Date of last contact	

**SECTION XIX****RELATIVES BY BLOOD, MARRIAGE OR ADOPTION WHO ARE IN THE MILITARY OR CIVIL  
SERVICE OF THE UNITED STATES****RELATIVES IN THE SERVICE OF THE UNITED STATES**

(1)	1. Name (Last—First—Middle)		2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)		6. Address (Number, Street, City, State, Country)		7. Type and location of service (If known)
	1. Name (Last—First—Middle)		2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)		6. Address (Number, Street, City, State, Country)		7. Type and location of service (If known)
	1. Name (Last—First—Middle)		2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)		6. Address (Number, Street, City, State, Country)		7. Type and location of service (If known)
	1. Name (Last—First—Middle)		2. Relationship	3. Date of birth	4. Place of birth (City, State, Country)
	5. Citizenship (Country)		6. Address (Number, Street, City, State, Country)		7. Type and location of service (If known)
	7. Type and location of service (If known)				

(For Office Use Only)



## SECTION XXII

## CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS

**NOTE:** List names and addresses of all clubs, societies, professional societies, employee groups or organizations of any kind to which you belong or have belonged (include membership in, or support of, any organization having headquarters or branch in a foreign country).

ORGANIZATIONS

Name and chapter	Address (Number, Street, City, State, Country)	Date of membership	
		(From)	(To)

## SECTION XXIII

## FINANCIAL STATUS

FINANCIAL STATUS

1. Are you entirely dependent on your salary? ☐ Yes ☐ No

2. If your answer is "NO" to the above, state sources of other income

3. Credit references (banking institutions, charge accounts, etc.)

Name of institution	Address (City, State, Country)

4. Have you ever been in, or petitioned for, bankruptcy? ☐ Yes ☐ No

5. If your answer is "YES" to the above, give particulars, including court and date(s)

6. Do you receive an annuity from the United States or District of Columbia Government under any retirement act, pension, or compensation for military or naval service?

☐ Yes ☐ No

7. If your answer is "YES" to the above question, give complete details

8. Do you have any financial interest in, or official connections with, non-U.S. corporations or businesses or with U.S. corporations or businesses having substantial foreign interests? ☐ Yes ☐ No (If answer is "YES", furnish details in space below—Continue on separate sheet, if necessary)

## SECTION XXIV

## PERSONAL DECLARATIONS

PERSONAL DECLARATIONS

1. Do you advocate or have you ever advocated, or are you now or have you ever been a member of, or have you ever supported or been associated with any political party, individual or organization which advocates or teaches the overthrow of the government of the United States by force, violence, or other unconstitutional means, or seeks by force or violence to deny persons their rights under the Constitution of the United States? ☐ Yes ☐ No

2. If you have answered "YES" to the question above, explain.

## PERSONAL DECLARATIONS (Continued)

## PERSONAL DECLARATIONS

3. Do you use or have you ever used intoxicants?	<input type="checkbox"/> Yes <input type="checkbox"/> No	4. If so, to what extent?
5. Do you use or have you ever used narcotics?	<input type="checkbox"/> Yes <input type="checkbox"/> No	6. If so, to what extent?
7. Have you ever been a member of, or supported, or had any connections with a foreign intelligence organization or its activities? If answer is "Yes", give complete details: <input type="checkbox"/> Yes <input type="checkbox"/> No		
8. List the names of Government departments, agencies or offices to which you have applied for employment since 1955.		
9. If to your knowledge, any of the above have conducted an investigation of you, indicate the name of the agency and the approximate date of the investigation.		
<b>Note Special Instructions</b>	If your answer is "Yes" to the following questions 10, 11 or 12, provide the information requested for each question on a separate, signed sheet and attach the sheet to this form in a sealed envelope.	
10. Have you ever been convicted in the U. S. or abroad of an offense against the law or forfeited collateral, or are you now under charges for any offense against the law? (You may omit traffic violations for which you paid a fine of \$30.00 or less.) If so, state name of court, city, state, country, date nature of offense, and disposition of case in accordance with special instructions above.		<input type="checkbox"/> Yes <input type="checkbox"/> No
11. While in the military service, were you ever convicted by special or general court martial? If so, describe incident(s) and provide date(s) of occurrence on separate sheet in accordance with instructions above.		<input type="checkbox"/> Yes <input type="checkbox"/> No
12. Are there any incidents in your life (not mentioned above) which may come to light in subsequent investigation, whether you were directly involved or not, which you desire to explain? If so, describe incident(s) and provide date(s) of occurrence(s) on separate sheet in accordance with special instructions above.		<input type="checkbox"/> Yes <input type="checkbox"/> No
13. Have you ever been dismissed or asked to resign from any position? <input type="checkbox"/> Yes <input type="checkbox"/> No Have you left a position under circumstances which you desire to explain? <input type="checkbox"/> Yes <input type="checkbox"/> No		
14. If your answer to either or both questions in Item 13 above is "Yes," give details.		

## SECTION XXV

## PERSONS TO BE NOTIFIED IN CASE OF EMERGENCY

## EMERGENCY

1. Name (Last—First—Middle)	2. Relationship
3. Home address (Number, Street, City, State, ZIP Code)	4. Home telephone number
5. Business address (Number, Street, City, State, ZIP Code)—indicate name of firm or employer, if applicable	6. Business telephone number & extension
7. In case of emergency, other close relatives (spouse, mother, father . . .) may also be notified. If such notification is NOT desirable because of health or other reasons, please identify the persons not to be notified and the reason.	

## SECTION XXVI

## CERTIFICATION

## CERTIFICATION

<p align="center"><b>YOU ARE INFORMED THAT THE ACCURACY OF ANY STATEMENT MADE IN THIS APPLICATION WILL BE INVESTIGATED</b></p> <p>I have read and understand the instructions. I certify that the foregoing answers are true and correct to the best of my knowledge and belief. I agree that any misstatement or omission as to material fact will constitute grounds for rejection of my application or for immediate dismissal if employed. I also understand that any false statement made herein may be punishable by law (U.S. Code, Title 18, Section 1001).</p>	
1. Date of signatures	2. Signature of applicant
3. Signed at (City and State)	4. Signature of witness to identify applicant

Use the following space for extra details. Reference each continued item by the section and item number to which it relates and sign your name at the end of the material. If additional space is required beyond page 16, use extra pages the same size as this page and sign each such page.

(Signature)

(Signature)

Type or print  
carefully—use block ink

# **PERSONAL HISTORY SUMMARY**

(For office use only)		(For office use only)		
<b>Applicant</b>	1. Full name (Last—First—Middle)	2. Date of birth	3. Place of birth	
	4. Other names used (Including maiden name) (Last—First—Middle)	5. Citizenship (If naturalized, indicate date & place of naturalization & certificate no.)		
<b>Marital Status</b>	6. Name of spouse (Last—First—Middle—Maiden)	7. Date of birth	8. Place of birth (spouse)	
	9. Date & place of marriage	10. Citizenship of spouse (If naturalized, indicate date & place of naturalization & certificate no.)		
	11. Former spouse(s)—full name(s)	12. If divorced, date & place of divorce		
<b>Education</b>	13. Complete following for high school; trade, commercial & specialized schools (Exclude military training); colleges & universities:			
	Dates attended (From — To —)	Name & address of school	Degree received	Major subject
<b>Employment</b>	14. Complete following for last three employment positions or last two years—begin with most recent or current position:			
	Dates employed (From — To —)	Name & address of employer	Employer's complete business address	
<b>Residences</b>	15. Record last three places of residence or places of residence for past two years—begin with most recent or current address:			
	Dates resided (From — To —)	Complete address (Number, Street, City, State)		
<b>Military</b>	(1) 16. Military service organization (Army, Navy, etc.—specify)	17. Serial number	18. Rank, grade or rate	19. Dates of service (From — To —)
	(2) 20. Military service organization (Army, Navy, etc.—specify)	21. Serial number	22. Rank, grade or rate	23. Dates of service (From — To —)
<b>Parents</b>	24. Father's full name (Last—First—Middle)	25. Date of birth	26. Place of birth (Father)	
	27. Father's current address (Number, Street, City, State)	28. Father's citizenship (If naturalized, date & place of naturalization & certificate No.)		
	29. Mother's full name (Last—First—Middle—Maiden)	30. Date of birth	31. Place of birth (Mother)	
	32. Mother's current address (Number, Street, City, State)	33. Mother's citizenship (If naturalized, date & place of naturalization & certificate No.)		

**THIS SHEET MUST BE COMPLETED**